

# Calculating High-Three Average Salary

Columns:

A = Beginning date of the high-three period and beginning of each pay change

B = The last date at each rate of pay ending with the end of the high-three period (date of retirement)

C = The pay rate in effect as of the date in "A"

D = Total time at that rate of pay

E = Time factor for each rate of pay (See Chart 4)

F = Pay earned at each rate of pay (C x E)

A From			B To			C Annual Basic Pay	D Total Time			E Time Factor*	F Pay Earned (C x E)
Yrs	Mos	Days	Yrs	Mos	Days		Yrs	Mos	Days		
						Total =				**	

\* From Time Factors Chart

\*\* Factors should total 3.000 or 2.999 but may be slightly more or less because of rounding.

\$\_\_\_\_\_ total pay earned divided by 3 = \$\_\_\_\_\_ (high-three average salary)